Oschoolwires

How-to Create a Photo Gallery

- Sign-in to Schoolwires
- Navigate to Site Manager
- Olick the Tools tab
- Select Photo Galleries



	advanced and premium features to enhance be form and functionality of your section
1	Files & Folders Organize the file and folders used in your section.
E	Forms & Surveys
12	Create and manage forms and surveys for use in your section.
A	Directories and Lists (MiniBase)
	Photo Galleries
	Create and manage photo galleries for use in your section.
h	Section Reports View your section's reports.
	view your sectors reports.

New Photo Gallery

Manage Photo Galleries Existing Photo Galleries are listed below.

Olick the New Photo Gallery button

0	Add desired information such as
	Gallery Name, Description, Photo
	Delay, Fade Style, Gallery Width
	and Background Sound File

Olick Save

Gallery Name: *	
Name of Gallery	
Gallery Description:	
Add a description to this area.	100
3 Fade Style: Complete Fade • Gallery Width;	
300 Pixels	
You may only set the width on a new photo gallery. You cannot edit the width	
Background Sound File or URL: 🔞	
	Browse

Click the Photos button next to the desired Photo Gallery

Manage Photo Galleries						
Existing Photo Galleries are listed below	ν.					
Title	Description	Last Published				
TCEA06 Sideshow		2/24/2007 8:13:17 PM	Photos	Edit	Tag	Delete
Multimedia Mayday		5/16/2007 12:03:34 PM	Photos	Edit	Tag	Delet
PhotoGallery	This photogallery is all about dogs!	1/29/2008 2:56:23 PM	Photos	Edit	Tag	Delete
TCEA 2008 Webste		2/6/2008 4:59:30 PM	Photos	Edit	Tag	Delete
Galery Example	This is an example of how to create a Photo Gallery in Schoolwires		Photos		Tag	-

To upload one to a few photos at a time, click the Upload Photos button. To upload many photos at a time, click the Batch Upload Photos button.

load Photos	Batch Upload Photos	Publish Gallery Sort Photos	
bload Photos	Batch Upload Photos	Publish Gallery Sort Photos	
anaga Dhatas		4	
lanage Photos	allery Example' Gallery are	isted below.	
Ianage Photos kisting Photos for the	Sallery Example' Gallery are	listed below.	
lanage Photos kisting Photos for the	Sallery Example' Gallery are	lated below.	Title Descriptio

Follow the steps in the wizard to upload images by clicking on the Next buttons. When the end is reached, click the Finish button.

The steps for uploading one to five images at a time:

- 1. Browse to locate each image
- 2. After all images are found, click the Next button
- 3. When all desired image file names display, click Finish. Click Upload more files if more images are desired.

X Step 1 of 2 Browse for the lifes on your computer or network that you with to upload.	X Step 1 of 2 Browne for the fles on your computer or network that you wish to upload.	X Step 2 of 2 File uplaad complete.
You must upload files that are in the PDi or IPTG file format. I. Browne 2. Browne 3. Browne 5. Browne	Vou must upload files that are in the JPG or JPEG file format.	File saved and thumbnal created: <i>Garden,jog</i> File saved and thumbnal created: <i>Deert_Lindcape,jog</i> File saved and thumbnal created: <i>Autum_Levrex,jog</i> Upload more files Finish

The steps for uploading many images at a time:

- 1. Click the Add Files button
- 2. Browse to select all desired images
- 3. Click the Add Files button
- 3. When all desired image file names display, click Finish. Click Upload more files if more images are desired.

Add File(s) Remove File(s)			Title	Description
	Add files .ook jn: 🏄 Sample Pictures		Dimension: 1024x768;	*
	Contratt and science and the second science and s			v Srooth
	Re Name: Rejpg" "Humpback W	ihale jpg" "Onyx Antelope jpg	"Teco Toucan jpg" "Tree jpg" "Wa	terfall (pg* "Winter Leaves (pg*)
	iles of Jype: Customized			Add files Cancel

	Remove File(s)	
List 3 Details	(3) Tree	
File saved and thumbn	ail created: Green Sea Twitle.jpg	
	ail created: Humpback_Whale.jpg	
File saved and thumbn	ail created: Onyx_Antalopa.jpg	
File saved and thumbn	ail created: Toco_Toucan.jpg	
File saved and thumbn	ail created: Tree.jpg	
File saved and thumbn	all created. Waterfall.)pg	
	an created. Waterfail.)pg	
	all created. Waterfail.jpg	

All photos will be displayed as shown.

pload Photos	Batch Upload Photos Publish Gallery Sort Photos		
nage Photos ting Photos for the	'Gallery Example' Gallery are listed below.		
	Title Description		
	Adjust Auturm_Leaves.jpg	Edit	Delete
	Adjust Creek.jog	Edit	Delete
IV.	Adjust Desert_Landscape.jpg	Edit	Delete
-	Adjust Dack.jpg	Edit	Delete
	Adjust Forest_Flowers.jpg	Edit	Delete
	Adjust Forest.jpg	Edit	Delete
***	Adjust Frangpani_Rowers.pg	Edit	Delete
A des	Adjust Garden.jpg	Edit	elete
1.00	Adjust Green_Sea_Turble.jpg	Edit	Delete

- Images may be adjusted by clicking the Adjust button.
- Click the Apply & Save button when finished.



- Images may be edited by clicking the Edit button.
- Make any desired edits and click Save.

Edit Photo Information Edit the information for the photo below.	
Photo Name: * Orange Daisies Photo Description:	
Taken on our field trip to the gardens.	×
Save	

Any adjustments and edits made will be displayed in the Manage Photos window. Note: Any amount of adjustments and edits may be made. If the image is no longer desired, click the Delete button.

Adjust Orange Daisies	Taken on our field trip to the gardens	Edit Delete
 To sort photos, click the Sort button Click and drag images to desired sequ Click Save when finished Note: To view images at a larger scale 	Upload Photos E	Sallery Example' Satch Upload Photos Publish Gallery Sort Photos
zeer: 10% •	Sort Photos Sort Photos For the 'Galery Example' Galery below.	
Terrer Conned	to here	

When images have been adjusted, edited and sorted as desired, click the Publish Gallery button. Note: A Published Successful window will appear to indicate the gallery has been published and is ready to be added to a Schoolwires page.



A display of the Gallery Name, Description (if given) and date and time of publishing will appear.

Gallery Example	This is an example of how to create a Photo Gallery in Schoolwires	5/2/2008 2:28:33 PM	Photos Edit Tag Delete

If any additional editing is needed after publishing, click the Edit button.
 Note: It is possible to edit all features in the gallery with the exception of the size.
 To change that feature, the user must start over.

Gallery Name: *	
Gallery Example	
Gallery	Description:
This	is an example of how to create a Photo Gallery
Photo	Delay (seconds):
3	
Fade S	tvle:
Comp	lete Fode
Gallery	Width:
300 Pb	
-	only set the width on a photo gallery. You cannot edit the width.
	ground Sound File: 🙆
No file	is attached.
	ct File

To insert the Photo Gallery on desired Schoolwires page:

- Open desired page (Flex pages are recommended)
- Click the Insert Photo Gallery icon
- Navigate to locate the desired Photo Gallery
- Click the Insert Gallery button Note: The Tag (coding) for the Photo Gallery will appear on the webpage



- To view Photo Gallery, go to webpage in browser (Internet Explorer)
- Use the Photo Controls and Audio Guide buttons located on the published slideshow to adjust viewing
- Second Enjoy!



